

Key Card Project – Centre Congregational Church

Centre Church and Tower Day School are working on a project to install **key card access** to our main four exterior doors and install video intercom systems for the main front entrance and the main rear entrance at the top of the handicap ramp.

Doors to have key card entry units:

- Main Front Entrance Center Door [Summer Street]:
*Will have a Video Intercom System
- Main Rear Entrance Door at top of the handicap ramp:
*Will have a Video Intercom System
- Side door by Chapel
- Exterior Door from Narthex

This will allow us to provide improved security for our building, for our members and for Tower Day School.

This project is currently scheduled for Tuesday June 20th through Friday June 23rd.

Our existing **Exterior Door** keys, those with an “X”, will be replaced by individual key cards assigned to:

- authorized Church members and staff,
- Tower Day School staff,
- certain other building users such as Cub Scout, Boy Scout, Girl Scout leaders,
- and certain outside vendors.

People who use our building for their scheduled meetings will also be assigned key cards.

People who rent our building spaces will be issued temporary key cards that will expire after their planned building uses.

We will have a small number of new Exterior keys for system overrides, such as power failures.

All Interior Door keys, those with an “A” or a “B”, will remain in use.

The Key Card system will allow the Church Office and the Tower Day School office to view anyone at our two main doors and allow them to allow entrance.

This new Key Card system will allow the Church to remotely check that all exterior doors are properly secured.

If you have any questions, please contact the Church Office or Chuck Cotting at chuck@thecottings.com.

Chuck Cotting



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